City of Spokane

Request for Proposal

Browne's Addition Historic District Nomination and Design Standards

REQUESTOR:	City of Spokane, Historic Preservation Office 808 West Spokane Falls Boulevard Spokane, WA 99201 Contact: Megan Duvall, Historic Preservation Officer Email: mduvall@spokanecity.org Phone: 509.625.6543
PROJECT:	Browne's Addition Historic District Nomination and Design Standards
DATE ISSUED:	February 26, 2018
DATE DUE:	March 21, 2018 on or before 4 pm, PST – electronic proposal submittal preferred

REQUEST FOR PROPOSALS (RFP)

CITY OF SPOKANE BROWNE'S ADDITION LOCAL REGISTER HISTORIC DISTRICT AND DESIGN STANDARDS DEVELOPMENT

The City/County of Spokane Historic Preservation Office invites proposals for the creation of a Spokane Register of Historic Places nomination form for the National Register District Browne's Addition Neighborhood and development of design standards for the neighborhood. All responses to this RFP will be evaluated by the City/County of Spokane and the Spokane Historic Landmarks Commission. This project is being funded in part by a grant from Washington State Department of Archaeology and Historic Preservation (DAHP) through the Historic Preservation Fund and partly through funds from the City of Spokane.

Listed below are three required tasks and deliverables to be accomplished for the City of Spokane's Browne's Addition Neighborhood Local Historic District and to fulfill the City's grant agreement with the State of Washington. In addition, a fourth undefined task is offered as an option to allow responders to this RFP to identify any additional deliverables of a complementary nature that they could accomplish within the maximum allowed budget of $22,000.

PROJECT INTRODUCTION

This project will accomplish two large goals – first is the creation of a Spokane Register Local Historic District for the Browne's Addition Neighborhood; second is the creation of design standards for the Spokane Historic Landmarks Commission and Historic Preservation Office to use when conducting design review within the district. The neighborhood consists of approximately 350 properties which were all photographed in the summer of 2017 and entered into the WA DAHP's WISAARD database. The project will also include public outreach which can be accomplished in a variety of ways – from boots on the ground with neighborhood volunteers to social media and beyond. This is a first for the City of Spokane – an ordinance revision was passed by City Council on February 12, 2018 which allows historic district creation with a simple majority of property owner support. This project will be the inaugural district.

PROJECT DESCRIPTION

Browne's Addition Historic District encompasses a well-preserved residential section south of the Spokane River gorge and immediately west of the city center. It was platted in the 1880's and intensively developed for well-to-do clients around the turn of the century. Within its boundaries is a concentrated architectural aggregate including nearly every residential style fashionable in the Pacific Northwest. Moreover, the district is replete with coniferous and deciduous trees, mostly exotic stock, planted along the streets and in the neighborhood park in response to recommendations made to the Board of Park

Commissioners by Olmsted Brothers Landscape Architects of Brookline, Massachusetts in 1907 and includes Coeur d'Alene Park, the City's first park (being nominated under the Spokane Parks MPD in spring of 2018). The period of significance for the current National Register District is from 1881-1930.

From the 1930s to the 1980s, many residences were demolished to make way for smaller dwellings and modern commercial/residential intrusions. Many of the elegant mansions were altered as apartment houses. The neighborhood became rundown and crime was rampant. The 1980s and 1990s brought a resurgence of community interest when a small group of residents formed the Browne's Addition Steering Committee. With the influx of money from the city's Neighborhood Community Development Program and other federal monies, the Steering Committee worked with the city to prepare a "Browne's Addition Design Plan" which mapped out a strategy for neighborhood identity. This plan was added to the City's municipal code, but then rescinded in May of 2001 when the City's Comprehensive Plan was passed and neighborhoods were required to plan under the Growth Management Act. Since that time, Browne's has had no design review of new construction within the neighborhood boundaries. This document will provide guidance for the development of design standards during the current project.

In the 40+ years since Browne's was listed as a NRHP historic district, much change has come to the neighborhood – some of that as a result of the area being zoned as Residential High Density with a height limit of 35'. Historic homes built in the 1890s are routinely demolished to make way for high density apartment buildings with little setback. This development pressure has happened throughout the life of the neighborhood, but is seeing a resurgence with 3 "contributing" properties demolished for apartments in the past two years.

Why now? In response to recent demolitions in the neighborhood, City Council passed a 6-month demolition moratorium in Browne's Addition on April 10, 2017 (which was extended to April of 2018) in order to give the Neighborhood Council time to create a historic district. On February 12, 2018, the Spokane City Council voted to approve an update to the Historic Preservation Ordinance in the Spokane Municipal Code. This important update will allow the Spokane Historic Landmarks Commission and Historic Preservation Office to be able to create local historic districts with a simple majority of property owner support.

Required tasks and deliverables are listed below:

TASK 1

Nomination: Using the 1976 National Register Browne's Addition National Register District as a starting point, the nomination activity will consist of:

- **Boundary definition/maps** (they may not be the same as the NR district due to integrity, development, and loss of contributing resources)
- **Period of significance determination** – when the district was created in 1976, the 50 year age limit was 1926. Many properties, especially significant mid-century resources, need to be re-evaluated to determine the current period of significance. We expect that it will be expanded.

- **Determination of contributing/non-contributing properties** – at the time the NR district was created, several categories were created to label properties: Primary, Secondary, and Intrusions.
- **Statement of Significance Section**: should follow standards set out in the Spokane Register Nomination Guide
- **Architectural Description/Other Features Section:** should follow standards set out in the Spokane Register Nomination Guide

Deliverable: *A complete digital nomination form for the Browne's Addition Spokane Register Historic District including boundaries, maps, period of significance, statement of significance, architectural descriptions, photographs and classification of all properties as contributing/non-contributing.*

TASK 2

Design Standards for Browne's Addition: Develop new design standards that assist Browne's Addition property owners, City staff and Spokane Historic Landmarks Commission (SHLC) members regarding appropriate design for rehabilitation of existing buildings and new construction in the Historic District, and provide training to City staff and SHLC members during the development and implementation of the new design guidelines.

The design standards will consider the existing character of the neighborhood and anticipate future changes. The goal of the design standards is to provide clear direction and guidance for bridging the existing character and future/envisioned changes. The standards should be designed to encourage high-quality urban spaces defined by a variety of building types, streetscapes, signage, public spaces, building elements, and other important architectural characteristics of this diverse neighborhood. A "Browne's Addition Historic Neighborhood Design Plan" was created in 1984 and may be a good reference to where the neighborhood has been.

The process for the Browne's Addition Design Standards Component is anticipated to include consultant on-site meetings, public outreach and information gathering, submission of a detailed preliminary outline, submission of first draft guidelines, public outreach and information gathering, final draft, review and approval recommendation at SHLC hearing and recommendation to City Council, adoption, and training for City staff and SHLC members. This outreach and on-site activity may take place in conjunction with the completion of the Spokane Register District nomination work.

The design standards must include the following at a minimum:

- Introduction: Include principles, intent, and detailed text which clearly communicates appropriate/inappropriate treatment approaches for building and site features
- Common styles, basic house treatments
- Design Standards:
    - Develop Standards for the review of historic structures in Browne's Addition Historic District.
    - Strategies for existing non-contributing structures within an historic district

    - New construction: Important design considerations for new buildings that include height, massing, scale, form, texture, lot coverage, setbacks, spacing of buildings, orientation, and alignment.
- Excellent visual examples which illustrate appropriate/inappropriate treatment approaches for building and site features
- All content must conform to the "Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties", as well as Technical Preservation Services Preservation Briefs published by the National Park Service.
- Conduct public meeting(s) to engage and encourage input from the community.

Additional outreach and community meetings would be held to further develop the proposal and obtain feedback from as many residents as possible. A central information source, such as a web page or other innovative online tools, would be developed to facilitate community dialogue and extend outreach to those who cannot attend community meetings (see "Public Outreach –Task 3 below).

Deliverable: *Browne's Addition Design Standards in high-quality digital format as well as ten (10) bound copies.*

TASK 3

Public Outreach: At a minimum, the consultant will be required to:

- Conduct on-site meetings with constituents to garner feedback on neighborhood goals, priorities and objectives that may be addressed through the design standards document;
- Create a survey or social media campaign to gather additional feedback on the creation of design standards (this can use the existing Historic Preservation Office website and Spokane Historic Landmarks Facebook page);
- Marketing the benefits of historic districts, and explaining the essential qualities of community design and character, architectural styles, historic preservation, and good design guidelines;
- Work with the Browne's Addition Neighborhood Council to inform them of progress on the nomination and standards as well as cultivate volunteers for petition signatures.

Deliverable: Agenda for public meetings, report of attendance, survey, press release(s), Facebook content. Consultant will not necessarily be creating web content, but should plan to inform the Historic Preservation Office on content that we can include on social media.

TASK 4 – OPTIONAL

Responders are encouraged to present creative and complementary proposals for additional deliverables that will supplement the three required tasks but which can still be accomplished within the maximum budget for this project of $22,000.

SELECTION CRITERIA

Applicant should be able to demonstrate:

- □ Expertise in Historic Preservation (applicant must be able to demonstrate that they meet the Secretary of the Interior's Standards for Professionals);
- □ Knowledge of Spokane's architecture and history ;
- □ Experience utilizing and completing forms within the DAHP WISAARD system;
- □ Demonstrated experience in the creation of local historic districts;
- □ A capability to display design standards, nomination and maps in a graphically pleasing manner;
- □ The consultant team's past experience with similar projects and demonstrated ability to perform the tasks successfully and produce standards that are effective in improving community aesthetics and design;
- □ References that vouch for the consultant's ability to complete a contract satisfactorily in a timely manner and within budget, produce effective design standards, work with constituents and volunteers, and successfully complete an historic district nomination process.

PROPOSAL FORMAT

Submitted proposals shall be evaluated using the following key criteria:

- Firm experience and demonstrated ability to deliver high quality, innovative work for relevant projects of similar complexity.
- Staff experience and demonstrated ability to work well with community groups, various municipal departments, and City staff.
- Demonstrated ability to provide clear and compelling presentations to community members, commission members, and elected officials.
- A discussion describing the intended approach and methods for the Browne's Addition District Design Standards component. The discussion should address the community input, consensus and public support building process, and include tasks, proposed schedules, a list of products to be produced, including elaboration upon the tasks to be performed, tentative timelines for completing each task, methods to manage the project and communicate with City staff and the public as the project progresses, and other relevant topics.
- Demonstrated ability to deliver planning, urban design projects and/or design guidelines that exhibit excellent writing quality and use of high quality graphic design that communicate clearly and are engaging and accessible to the general public.
- Completeness and clarity of proposal.
- References

All proposals must contain information on how the consultant meets the selection criteria, description of proposed methodology and signature of the principal and the bid format as follows:

Bid amount for Tasks 1, 2, and 3: _____

Bid amount for Task 4 (optional): _____

TOTAL BID AMOUNT (not to exceed $22,000): _____

SCHEDULE (SUBJECT TO CHANGE)

MILESTONE EVENT	DATE
RFP Issuance	Monday, February 26, 2018
Deadline for questions to be posed to the City by interested participants and emailed to mduvall@spokanecity.org	Friday, March 9, 2018
Deadline for answers to questions posed to be posted to the HPO website under "Projects: Browne's Addition"	Wednesday, March 14, 2018
RFP Submittals due	Wednesday, March 21, 2018 by 4 pm PST
Consideration of Submittals and Selection	Thursday, March 22 to Thursday, March 29
Projected Project Start Date	Tuesday, May 1, 2018
Meeting with City, SHLC, Neighborhood leaders	Wednesday, May 16, 2018
Nomination draft	Wednesday, September 12, 2018
Design Standards draft	Wednesday, October 17, 2018
Finalization of nomination and standards	Friday, November 16, 2018
Begin public notification, review and petition	November 30, 2018 - January 31, 2019
Final recommendation by SHLC	Wednesday, February 20, 2019

SEND PROPOSALS TO:

Megan Duvall, Historic Preservation Officer

City Hall, Third Floor

808 W Spokane Falls Boulevard

Spokane, Washington 99201

509.625.6543

mduvall@spokanecity.org

DUE DATE FOR PROPOSALS:

March 21, 2018 – postmarks and email accepted (digital submittals preferred)

ADDITIONAL INFORMATION:

Sources of Funding: Funding for projects may come from Federal, State, County and/or City of Spokane sources. Funding of some contracts may also be funded in whole or in part from sources, such as federal and state grants, that require special terms and/or conditions to apply. If such special terms and/or conditions are to apply to an anticipated project the City will include the applicable special terms and/or conditions within its request for a scope of work and fee. While not an exhaustive list the Attachment titled "Federal Grant Funded Guidelines" contains more of the commonly encountered special terms and/or conditions.

Conformance With Federal, State and Local Laws: Services of a project as a result of the use of a Contractor's services including the letting of subcontracts in connection with any project work related to this Request for Proposals (RFP) shall conform to the applicable requirements of Federal, State and local laws and ordinances, as listed in the Attachment titled "Federal, Grant Funded Guidelines".
Acceptance Period: Proposals shall remain in effect for a minimum of thirty (30) days from the due date for receipt of Proposals for acceptance by the City.

Responsiveness: Failure by the Proposer to comply with any part of the IRFP may result in rejection of the Proposal as non-responsive. The City also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

Costs to Propose: The City will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this IRFP, conduct of a presentation, or any other activities related to responding to this IRFP.

Evaluation Procedure: Responsive Proposals will be evaluated based on the requirements stated in this solicitation. The evaluation process is designed to award this procurement not necessarily to the Consultant of least cost, but rather to the Consultant whose Proposal best meets the requirements of this IRFP. The City, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation. The IRFP Coordinator may contact the Proposer for clarification of any portion of the Proposer's Proposal.

Acceptance / rejection of proposals: Contract award, if made, will be to the Proposer submitting the most favorable Proposal. The City reserves the right at its sole discretion to reject any and all Proposals received without penalty and to not issue a contract from this IRFP.

PROPOSAL CONTENTS

Preparation of proposal: Proposals shall be submitted on eight and one-half by eleven inch (8" 1/2 x 11") paper. Include the Letter of Submittal, Technical and Management Proposal, Cost Proposal and other information as requested in this solicitation.

Letter of submittal: The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, e.g., the president or executive director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. The Letter of Submittal should include the following information about the Consultant.

1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.

2. Legal status of the Consultant (sole proprietorship, partnership, corporation, etc.).

3. Acknowledgement that the Consultant will comply with all terms and conditions set forth in the Request for Proposals, unless otherwise agreed by the City.

Technical and management proposal: The Proposal shall contain a comprehensive description of services including the following elements:

1. PROJECT APPROACH / METHODOLOGY – Include a complete description of the
    a. Consultant's proposed approach and methodology for the project.

2. WORK PLAN – Include all project requirements and the proposed tasks, services,
    a. activities, etc. necessary to accomplish the scope of the project. Convey sufficient detail
    b. to show the Consultant's knowledge of the subjects and skills necessary to successfully
    c. complete the project. Include any required involvement of City staff. The Consultant may also present any creative approaches that might be appropriate and may provide
    d. any pertinent supporting documentation.

3. PROJECT MANAGEMENT

4. PROJECT TEAM STRUCTURE / INTERNAL CONTROLS - Provide a description of
        i. the proposed project team structure. Include who within the firm will have
        ii. prime responsibility and final authority for the work.

5. STAFF QUALIFICATIONS / EXPERIENCE – Identify staff who will be assigned to the potential contract, indicating their responsibilities and qualifications, and include the amount of time each will be assigned to the project. The Consultant shall commit that staff identified in its Proposal will actually perform the assigned work.

6. EXPERIENCE OF THE CONSULTANT - Indicate the experience the Consultant has in the area of the proposed contract work.

7. REFERENCES - List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided. The Consultant shall grant permission to the City to contact the references. Do not include current City staff as references. The City may evaluate references at the City's discretion.

Cost proposal: The fee shall include all costs required to perform the services necessary to accomplish the objectives of the contract. Identify all costs including expenses to be charged for performing the services. List staff costs and any expenses necessary to accomplish the tasks and produce the deliverables under the contract. Consultants are required to collect and pay Washington state sales tax, if applicable.

CONTRACT TERMS

City of Spokane business registration: Section 8.01.070 of the Spokane Municipal Code states that no

person may engage in business with the City without first having obtained a valid business license. The Consultant shall be responsible for contacting the State of Washington Business License Services at http://bls.dor.wa.gov or 1-800-451-7985 to obtain a business registration. If the Consultant does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

Anti-Kickback: No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this contract shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.

Nondiscrimination: No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Contractor agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Contractor.

Insurance Coverage: During the term of the contract, the Consultant shall maintain in force at its own expense, each insurance coverage noted below:

A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers; and

B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than $1,500,000 each occurrence for bodily injury and property damage. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Consultant's services to be provided under this contract; and

C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than $300,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

D. Professional Liability Insurance with a combined single limit of not less than $500,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this contract. The coverage must remain in effect for at least three (3) years after the contract is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Consultant or its insurer(s) to the City. As evidence of the insurance coverages required by this contract, the Consultant shall furnish acceptable insurance certificates to the City at the time it returns the signed contract. Insuring companies or entities are subject to City acceptance and must have a rating of A- or higher by Best. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

ATTACHMENT A

FEDERAL GRANT FUNDED GUIDELINES

It is the Contractor's responsibility to comply with all state and federal laws in performing all tasks undertaken with this contract. All contracts awarded for this project shall contain the following provisions, *as applicable* by Federal and State Law. Federal regulations are contained in the Code of Federal Regulations. The following sections are included for informational purposes, and are not professed to include all relevant laws. It is the contractor's responsibility to comply with all laws.

Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended – Contractors and subgrants of amounts in excess of $100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.) Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying in non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

Public Law 88 - 352, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) (24 CFR Part 1). The Applicant must comply with the provisions of "Public Law 88 - 352," which refers to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The law provides that no person in the United States shall, on the grounds of race, color or national origin, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Section 504 of the Rehabilitation Act, 1973, as Amended (29 U.S.C. 794). The Applicant must comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual shall, solely by reason of his or her disability, be excluded from participation (including employment), denied program benefits or be subjected to discrimination under any program or activity receiving federal assistance funds.

Americans with Disabilities Act (42 U.S.C. 12101, et seq.). The Applicant shall comply with the provisions of the Americans with Disabilities Act, 42 U.S.C. 12101, et. seq. That Act provides a comprehensive national mandate to eliminate discrimination against individuals with disabilities. The Act may impose requirements on the Applicant in four principle ways: 1) with respect to employment; 2) with respect to the provision of public services; 3) with respect to transportation; 4) with respect to existing facilities and new construction.

The National Environmental Policy Act of 1969 (NEPA) (42 U.S.C Section 4321 et seq., and 24 CFR Part 58). The Applicant shall comply with the provisions of the National Environmental Policy Act of 1969. The purpose of this Act is to attain the widest use of the environment without degradation, risk to health or safety, or other undesirable and unintended consequences. Environmental review procedures, including determining and publishing a Finding of Significance or of No Significance for a proposal, are a necessary part of this process. Pursuant to these provisions, the Applicant must also submit environmental certifications to the Department when

requesting that funds be released for the project. The Applicant must certify that the proposed project will not significantly impact the environment and that the Applicant has complied with environmental regulations and fulfilled its obligations to give public notice of the funding request, environmental findings and compliance performance.

Noise Control, Chapter 70.107 RCW. The Applicant shall assure compliance with the state Noise Control Act. Objectives of the Act are to assist local governments in implementing local noise ordinances and to control and reduce excessive noise in Washington.

Law Against Discrimination, Chapter 49.60 RCW. The Applicant shall comply with the provisions of Chapter 49.60 RCW in all activities relating to this Grant Agreement.

Resource Conservation and Recovery Act. Agencies shall implement the Resource Conservation and Recovery Act of 1976 (RCRA) (42 U.S.C. 6962). Any State agency or agency of a political subdivision of a State which is using appropriated Federal funds must comply with Section 6002 of RCRA. Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection Agency (EPA). Current guidelines are contained in 40 CFR Parts 247-253. State and local recipients of grants, loans, cooperative agreements or other instruments funded by appropriated Federal funds shall give preference in procurement programs to the purchase of recycled products pursuant to the EPA guidelines.

Debarment and Suspension (E.O.s 12549 and 12689) – No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

Conference Rooms: All space used for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds under this contract must comply with the protection and controlling guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended)

Use of Recycled Paper: All reports prepared by the Contractor for delivery to the City or other government agencies will be prepared on recycled paper in accordance with EPA Order 1000.25 and Executive Order 13101.

Workplace Listing: The Contractor will provide a list of all workplaces under this contract. The Contractor will make a good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in Title 40 CFR 36.200 - 36.230.

Salary Rate: Salary rate (excluding overhead) paid to individual consultants retained by the City or by the Contractor's subcontractors shall be limited to the maximum daily rate for a GS–18 as outlined in Title 40 CFR 31.36 (j). This limitation applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed; the City will pay these in accordance with their normal travel reimbursement practices.

Maintenance of Records: The Contractor will maintain, for at least three (3) years after completion of this contract, all relevant records pertaining to the contract. The Contractor shall make available to the City, Washington State Auditor, Federal Grantor Agency, Comptroller General of the United States or any of their duly authorized representatives, at any time during their normal operating hours, all records, books or pertinent information which the Contractor shall have kept in conjunction with this Agreement and which the City may be required by law to include or make part of its auditing procedures, an audit trail or which may be required for the purpose of funding the services contracted for herein.

MBE/WBE language and small business utilization requirements: It is possible that some of the work of this RFP may require the consultant to utilize State of Washington affirmative action steps regarding MBE/WBE and Small Business utilization and utilize such firms to the maximum extent practical. When applicable a selected firm submitting a scope of work and fee will be required to include a statement of compliance which will include a list of firms meeting the criteria which the consultant anticipates using for the project task and to what percentage of the value of the estimated contract their participation will represent.

The State of Washington annual goals for Spokane for Architecture and Engineering projects are listed in the Washington State Office of Minority and Women's Business Enterprises Directory.

Single Audit Requirements: Any contract awarded as a result of this RFP may include the agreement to annually audit any contracts with the City. If applicable, audits shall be performed in accordance with 2 CFR 200 Subpart F – Audit Requirements as appropriate and shall be received by the City within the 12 month period following the close of each fiscal year. Agencies not covered by federal single audit requirements may be responsible for an independent agency audit, which meets general accepted auditing standards.

ATTACHMENT B

CERTIFICATIONS AND ASSURANCES
(attach this signed form to your RFP submittal)

The following certifications and assurances are given as a required element of the submission to the City of Spokane, which is attached, with the understanding the truthfulness of the facts affirmed here and the continuing compliance with these requirements and all requirements of the Request for Proposals are conditions precedent to the award or continuation of the related Agreement(s) and that:

1. In preparing this response, no assistance has been rendered by any current or former employee of the City of Spokane whose duties relate, or did relate, to this RFP, or prospective Agreement, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this submittal. Any exceptions to these assurances are described in full detail on a separate page and attached to this document; and

2. No officer or employee of the City, having the power or duty to perform an official act or action related to this submittal, shall have or acquire any interest in this submittal, or have solicited, accepted or granted a present or future gift, favor, service, or other thing of value from or to any person involved in this submittal; and

3. We understand that the City of Spokane can terminate the project at any point. The Contractor shall neither have nor assert any claim for, nor be entitled to any additional compensation for damages or for loss of anticipated profits on work that is eliminated and that the City would make reimbursement for satisfactory work completed; and

4. We understand that City of Spokane will not reimburse us for any costs incurred in the preparation of this submittal and that this submittal becomes the property of the City of Spokane. We claim no proprietary right to the ideas, writings, items or samples. Submission of the attached submittal constitutes agreement to abide by the procedures described in the RFP document; and

5. In submitting this submittal we have read and understand the RFP documents, that we have visited the site and/or have otherwise familiarized our self with the local conditions under which the work is to be performed, that by signature of this certification we are acknowledging all requirements and signed all certificates contained herein and that no allowance will be sought after proposals are received for oversight, omission, error, or by our mistake; and

7. In submitting the submittal to do the work or furnish goods and services as outlined in the Contract Specifications, I hereby certify that we have not been debarred, suspended, ineligible for, or otherwise excluded from participation in Federal Assistance programs under Executive Order 12549, Title 31 U.S. Code 6101 Note, Executive Order 12549, Executive Order 12689, Title 48 Codified Federal Regulation 9.404, "Debarment and Suspension". Further I certify that this Firm will not contract with a subcontractor that is likewise debarred, suspended, ineligible for, or otherwise excluded, as referenced in the foregoing Executive Orders, U.S. Codes and Codified Federal Regulations; and

8. In addition to the foregoing certifications and assurances I certify that to the best of my knowledge and belief the information contained in this submittal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon annual budget amounts approved by the City Spokane.

CERTIFICATION:

Name of Contracting Party: _____

_____

By: (signature, Administrator, or Applicant Agency Date)

_____

(print name and title)